



MY LEAVE REQUESTS

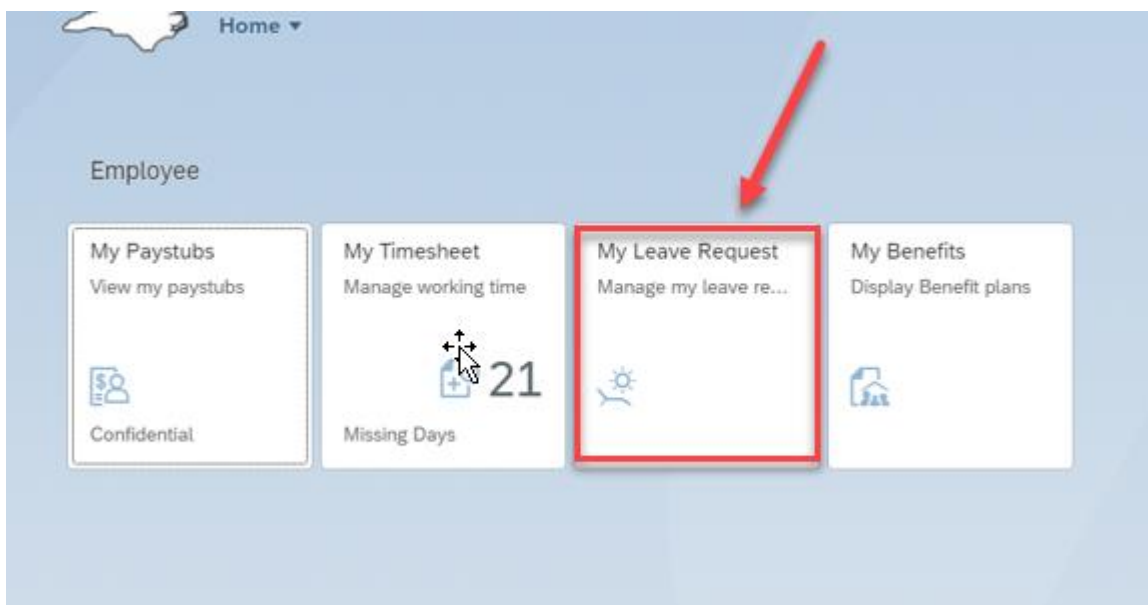
FIO-04 | BUSINESS PROCESS PROCEDURE

FIO

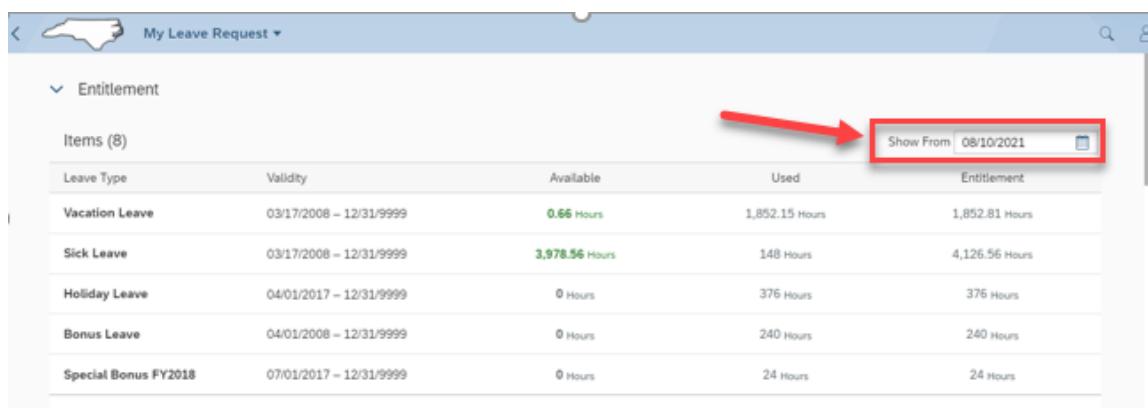
The purpose of this Business Process Procedure is to explain how to create and view a Leave Request within the Fiori “My Leave Request” application.

How to create My Leave request

1. Click on the “My Leave Request” tile to access the Leave Request app.



2. Today's date is the default date shown.



3. Various leave balances for an employee show up under **Entitlement**.

▼ Entitlement

Items (10) Show From 08/23/2021

Leave Type	Validity	Available	Used	Entitlement
Vacation Leave	10/31/2013 – 12/31/9999	91.25 Hours	802.12 Hours	893.37 Hours
Sick Leave	10/31/2013 – 12/31/9999	127 Hours	586.5 Hours	713.5 Hours
Overtime Comp Time	10/24/2013 – 12/31/9999	0 Hours	307.88 Hours	307.88 Hours
Gap Hrs Comp Time	01/23/2014 – 12/31/9999	0 Hours	18.5 Hours	18.5 Hours
Holiday Comp Time	12/28/2013 – 12/31/9999	0 Hours	18 Hours	18 Hours

[More](#)

4. **Request Overview** is a list of an employee's requests for leave and the **Status** of those requests.

✓ Request Overview Show From 01/01/2021

[Calendar](#) [Items \(34\)](#)

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

5. Click "**Calendar**" to view requests on a calendar. The legend below the calendar lists the different leave options and their color code.

[Calendar](#) [Items \(5\)](#) Show From 01/01/2021

Select a start and end date to create a new request; click an existing request to display

< August 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

September 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

Today Selected Working Day Non-Working Day Approved / Informed Sent Rejected Public Holiday

6. Click “Items” to view the requests in a list format.

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

7. Click **the arrow** to see additional details for a leave request. Only leave requests for future dates can be edited or deleted.

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

8. Current leave requests and statuses can be viewed here.

Approved Leave
02/26/2021

Absence Hours: 1 Hour
Quota Used: 1 Hours
Leave Type: Approved Leave

Created on: 02/26/2021
Status: Approved

Colleagues

1 Week 1 Month

< Today > February 21, 2021 - February 27, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27

Week 8

Wilma S Muhanna
Insurance Regulatory Analyst III

Approved Leave February 22, 2021

Approved Leave February 23, 2021

Approved Leave February 24, 2021

Approved Leave February 25, 2021

Approved Leave February 26, 2021

9. The **“Colleagues”** feature is not activated. You can use the **1 Week/1 Month** toggle to navigate with this screen.

Approved Leave
02/26/2021

Absence Hours: 1 Hour
Quota Used: 1 Hours
Leave Type: Approved Leave

Created on: 02/26/2021
Status: Approved

Colleagues

1 Week 1 Month

< Today > February 21, 2021 - February 27, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27

Week 8

Wilma S Muhanna
Insurance Regulatory Analyst III

Approved Leave February 22, 2021

Approved Leave February 23, 2021

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Approved Leave February 25, 2021

Approved Leave February 26, 2021

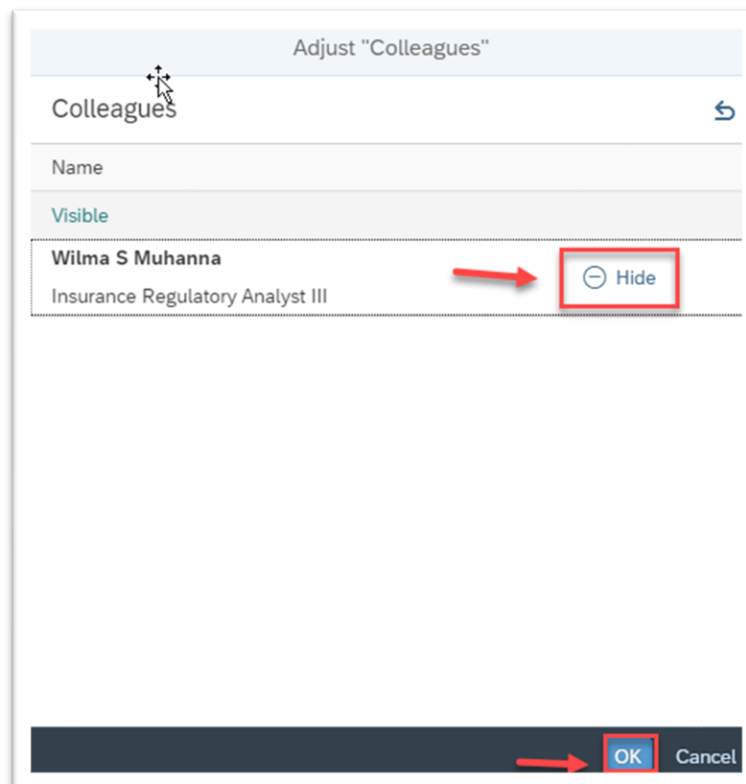
10. Click the **Legend Icon** to view the color codes.



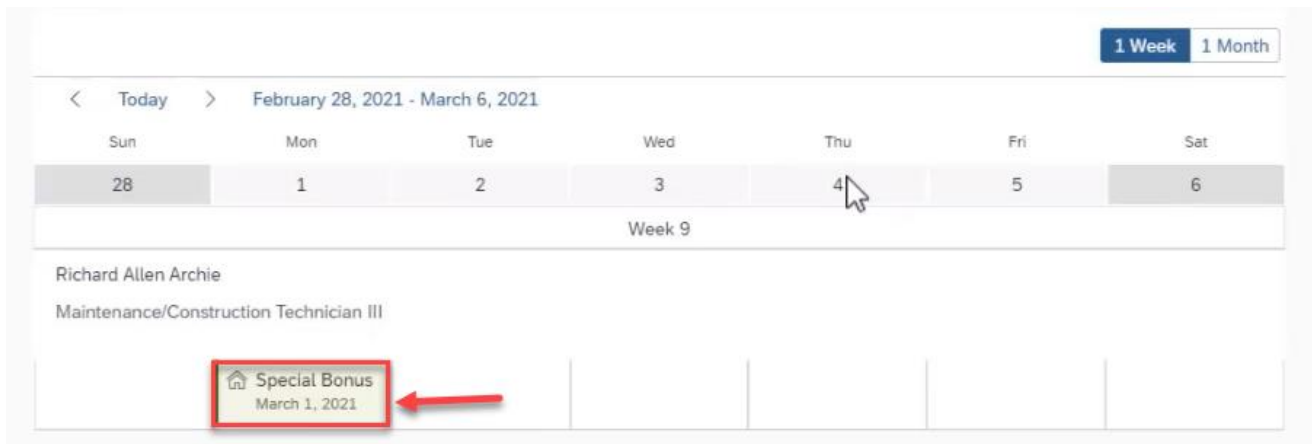
11. Click the **Personalization Icon** to show the employee's name and job title.



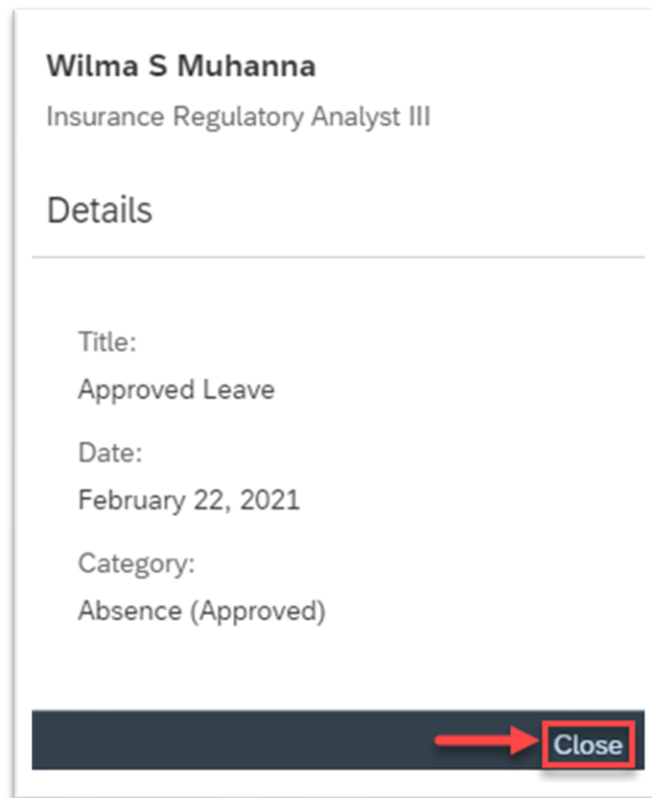
12. You can toggle to show or hide. It is not recommended to hide this information. Click **OK** when finished.



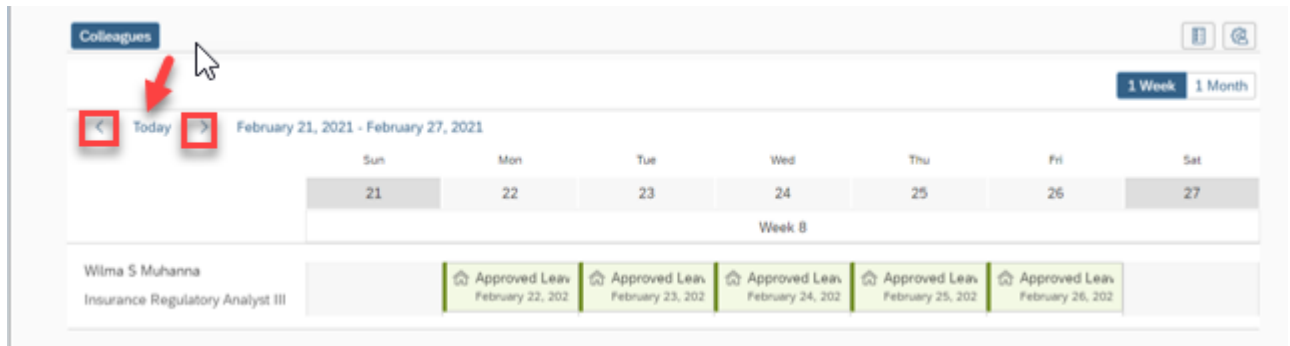
13. Click the leave request to view additional details.



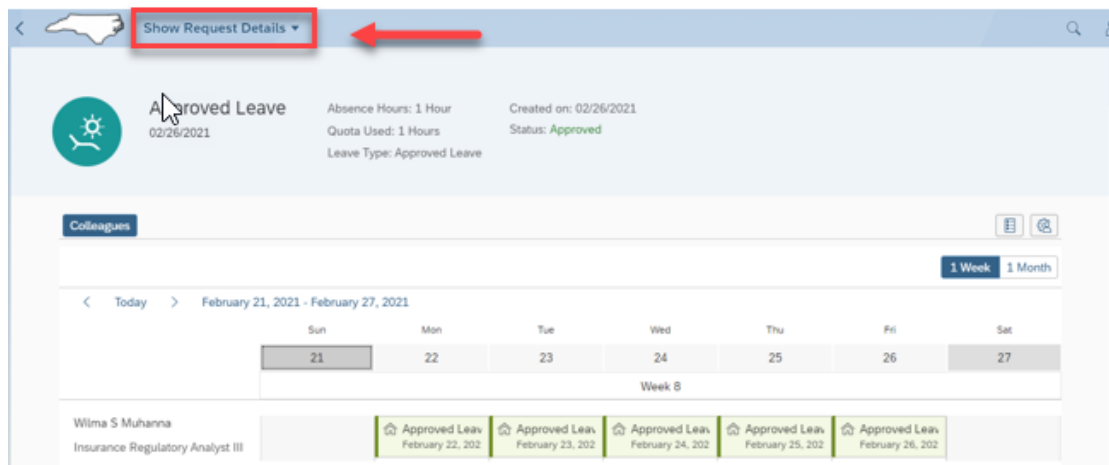
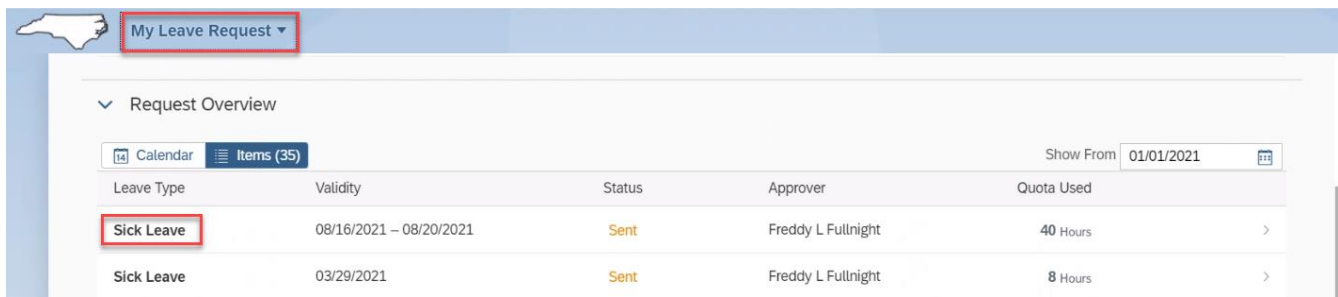
14. After viewing the details, click “Close” at the bottom of the window.



15. To view additional time periods, click the right and left arrows near the date.



16. To navigate back to the previous screen, click **“Show Request Details.”** Then click **“My Leave Request”** from the drop-down.



17. Back on the main My Leave Request page, click **“Create Request”** to create a leave request.

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used	
Sick Leave	03/29/2021	Sent	Freddy L. Fulbright	8 Hours	>
Approved Leave	02/26/2021	Approved		1 Hours	>
Approved Leave	02/25/2021	Approved		1.5 Hours	>
Approved Leave	02/24/2021	Approved		1.5 Hours	>
Approved Leave	02/23/2021	Approved		3 Hours	>
Approved Leave	02/22/2021	Approved			>

Create Request

18. From the create screen, select the **“Leave Type”** from the drop-down. Please note: The Leave Type, as shown on the initial Leave Request dashboard, details leave types independently. In this example, Approved Leave consolidates all approved leave quotas, or leave types, such as OT Comp, Holiday Comp, and Vacation. The total number of available hours reflects the consolidated total for all approved leave quotas or leave types.

Leave Type Selection

Leave Type: Approved Leave

Approved Leave	9000
Bonus Leave	9100
CDE Comp Leave	9128
Sick Leave	9200
Parental Lv (8 wks)	9238
Parental Lv (4 wks)	9239
Holiday Leave	9300
Leave without Pay	9400
OMAL-Non-Discretionary	9530
OMAL-Discretionary	9531
OMAL-Emergency Closing	9532
OMAL-Relief Efforts	9533
OMAL-Medical	9534
Adverse Weather Leave	9545
Administrative Leave-CDE	9547

General Data

*Start/End Date:

Approver:

New Note:

Save Cancel

19. For this example, we have selected **Sick Leave** for the Leave Type. Under Leave Type, note the available hours listed, which are pulled from the Entitlement balance.

Leave Type Selection

Leave Type: Sick Leave

3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver: Freddy L Fullnight

New Note:

20. Select **“More than 1 day”** if your request is for multiple days.

The screenshot shows the 'Leave Type Selection' form. Under the 'Leave Type' dropdown, 'Sick Leave' is selected, and '3,978.56 Hours available' is displayed. In the 'General Data' section, the 'More than 1 day' radio button is selected and highlighted with a red box and an arrow. The 'Start/End Date' field shows a date range placeholder, and the 'Approver' field is filled with 'Freddy L Fullnight'.

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver: Freddy L Fullnight

New Note:

21. Click the **Open Picker Icon** to select the Start and End Dates for the leave.

This screenshot shows the same form as the previous one, but with a date picker calendar open for the 'Start/End Date' field. A red arrow points to the 'Open Picker Icon' (a calendar icon) on the right side of the date field. The calendar displays the month of August 2021, with the 10th highlighted. The 'Approver' field remains 'Freddy L Fullnight'.

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: MM/dd/yyyy - MM/dd/yyyy

Approver: Freddy L Fullnight

New Note:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31	1	2	3	4

22. The employee's direct supervisor defaults as the Leave Request Approver.

The screenshot shows the 'Leave Type Selection' section with 'Sick Leave' selected in a dropdown menu, and '3,978.56 Hours available' displayed below it. The 'General Data' section includes radio buttons for 'More than 1 day' (selected) and 'One day or less'. The '*Start/End Date:' field shows '08/22/2021 - 08/23/2021' with a calendar icon, and '16 Hours will be consumed' is shown below. The 'Approver:' field displays 'Freddy L. Fullnight' with a red highlight and a small icon to its right. Below this is a 'New Note:' text area.

23. Under New Note, you can add an optional note about the leave request.

This screenshot is similar to the previous one but with different values: 'Sick Leave' is still selected, and '3,978.56 Hours available' is shown. In the 'General Data' section, the 'More than 1 day' radio button is selected. The '*Start/End Date:' field now shows '08/15/2021 - 08/19/2021' with a calendar icon, and '40 Hours will be consumed' is displayed. The 'Approver:' field shows 'Freddy L Fullnight' with a copy icon. The 'New Note:' text area is highlighted with a red rectangular box, and a red arrow points to it from the left. A mouse cursor icon is visible near the date field.

24. When all the sections are filled out, click **“Save”** in the bottom right corner.

Leave Type Selection

Leave Type: Sick Leave
3,978.56 Hours available

General Data

☒ More than 1 day ☐ One day or less

*Start/End Date: 08/15/2021 - 08/19/2021
40 Hours will be consumed

Approver: Freddy L. Fulbright

New Note:

Save Cancel

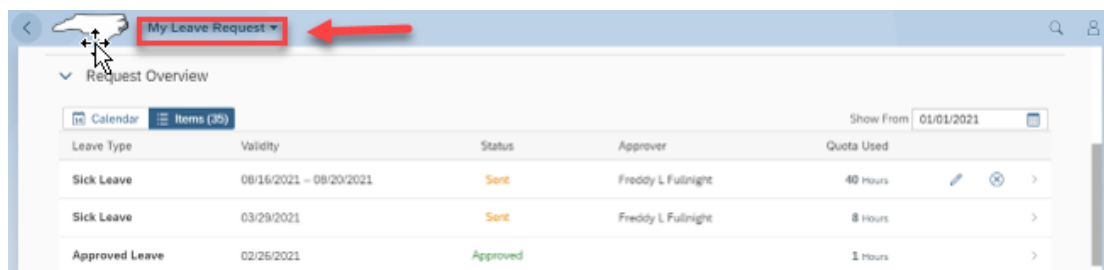
25. When the leave request is saved, it appears as a new entry under **Request Overview**. It is a leave request for a future date, and it can be edited or deleted. The edit and delete options are to the right.

Request Overview

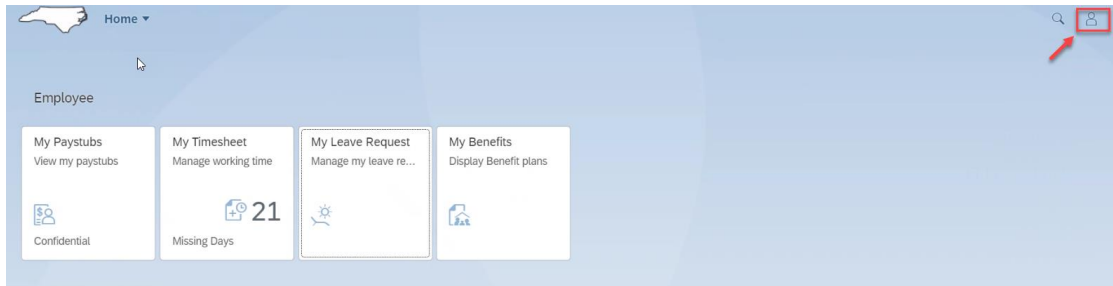
Calendar Items (35) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used	
Sick Leave	08/16/2021 – 08/20/2021	Sent	Freddy L. Fulbright	40 Hours	
Sick Leave	03/29/2021	Sent	Freddy L. Fulbright	8 Hours	
Approved Leave	02/26/2021	Approved		1 Hours	
Approved Leave	02/25/2021	Approved		1.5 Hours	
Approved Leave	02/24/2021	Approved		1.5 Hours	

26. Click **“My Leave Request”** to go to a previous screen.



27. Click Profile to **Sign out** and click **OK** when the “Are you sure you want to sign out?” dialogue box appears.



Change Record

- 8/18/21 – Initial creation – Mayuri Surati